Position Description  
Practice Nurse

Introduction

The following position description provides a broad range of items for a Western Australian general practice to consider when developing a position description for an enrolled or registered nurse.

Position description templates should be modified to suit specific practice and position needs.

For example, your practice may find that some selection criteria items for the position are more essential than desirable and vice versa.

Position relationships

Consider and include the following where applicable:

* Position title
* Position responsible to
* Positions with direct responsibility to this position

Note: An enrolled nurse must be supervised by a registered nurse. A medical practitioner cannot supervise an enrolled nurse.

Selection criteria

Essential

* Current and unrestricted registration with the Nurses and Midwifery Board of Australia as an enrolled or registered nurse
* Appropriate credentialing and competence suitable for this position
* Previous experience in a general practice or primary care setting
* An understanding and commitment to working within the scope of practice
* Evidence of Continuing Professional Development
* The ability to demonstrate and encourage leadership and teamwork
* Strength in building customer and stakeholder relationships
* Communicates communication and documentation skills

Desirable

* Previous experience in the use of ***<<insert your practice software>>*** and other software including MS Word
* An understanding of the Medicare Benefits Schedule and associated MBS nursing items
* An understanding or experience of accreditation and the Royal Australian College of General Practitioners Standards for general practices

Key responsibilities

Clinical

* Perform clinical examinations and diagnostic testing such as ECGs, spirometry and audiometry
* Undertake ear syringing
* Engage in health promotion activities
* Administration of medication and monitoring of Schedule 8 drugs
* Wound management and dressings
* Provide assistance with minor surgical procedures
* Triaging of patients
* Administer immunisations as directed by the GP

Provide assistance with health assessments and chronic disease management activities

Operational

* Work with the practice manager and principals to develop and maintain a suite of practice policies and procedures
* Ensure consumables, equipment and medications are kept stocked and maintained to the manufacturer’s standards and conditions including maintaining a register of stock
* Maintain the cleanliness of clinical rooms to a high standard in accordance with national standards
* Maintain the practice register for recalls, reminders and follow up of test results
* Excellent communication and documentation skills

Able to work as part of and contribute to a team environment

Safety and quality and culture

* Actively contribute to the development of a culture consistent with the values of ***<<insert the employer>>***
* Participate in the practice risk management and quality improvement processes
* Record incidents and near-misses in line with practice policy
* Practice duty of care including meeting practice standards and accountability
* Maintain patient and practice confidentiality at all times

Ensure clinical governance processes are in place

* Actively contribute to the development of a culture consistent with the values of **<<insert the employer>>**

Documentation requirements

* Training in CPR, undertaken within the past three years or as otherwise required by the Nursing and Midwifery Board of Australia
* A current Criminal Record Screening
* A current Western Australian Driver’s License
* A current Working with Children Check
* Work rights in Australia or be eligible for such

Professional standards

The practice nurse will operate within all professional standards applicable including the Nursing and Midwifery Board of Australia:

* Registration standards
* Professional Code of Conduct
* Guidelines
* Scopes of practice

Position review

This position will be reviewed in three months initially and then on an annual basis.

Appointment factors

The successful applicant will be required to:

* Undertake a pre-employment interview
* Provide appropriate references for contact as requested by the practice
* Participate in the practice orientation or induction program
* Participate in a performance appraisal process as required

Hours of work

The practice nurse will be required to work a *<<insert hours per week>>*. However, from time to time the practice nurse may be required to work reasonable additional hours, as necessary to fulfil the requirements of the position, or as requested by the employer. This may include working outside of business hours, during weekends and/or on public holidays.

See also

Practice Assist Fact Sheets:

* Employing a Nurse in the General Practice Setting
* Employment Contracts and Agreements
* Financial Incentives for Employing a Practice Nurse
* Sponsoring International Workers
* The Australian Government Fair Work Ombudsman
* Using a Recruitment Agency - What to Expect